

Management Report

Prepared by Webb Community Management, Inc. ("Webb")

Next Capistrano Bay District Board of Director's Meeting will be held on November 05, 2013.

Webb Community Management, Inc.**Action Items from Board of Director's Meeting on October 01, 2013:**

- 1) **ACTION ITEM** – Karen Morris is to determine the date of the next CBRA Meeting and report back to the Board during the November Meeting.
Next CBRA Meeting to be held November 9th. **DONE**
- 2) **ACTION ITEM** – Webb will email a copy of the FYE June 30, 2014 Budget to the California State Controller's Office on October 2, 2014.
Webb emailed the FYE June 30, 2014 Budget to the State Controller's Office on October 02, 2013. **DONE**
- 3) **ACTION ITEM** – Webb will email to the Board members a copy of the latest Reserve Study for their review. A further discussion at the next Board Meeting will process the possible need to establish a reserve account.
Webb emailed the Board of Directors a copy of the Reserve Study on October 02, 2013. **DONE**
- 4) **ACTION ITEM** – Webb will work with the District's payroll service to determine a way for District Manager Russell's vacation and sick time to be reflected on his payroll stub so that it can be tracked by the Board. The Board would like to further discuss the office hours and check on accrued vacation and sick days for the year at the next Board Meeting.
Webb Management worked with the payroll service and was able to add a running total of vacation & sick hours remaining for the year for District Manager Russell to be visible on each payroll stub. **DONE**

Other Items that Webb is Currently Working On:

- Financial Statements for the month of September were completed and emailed to the Board on October 25, 2013. **DONE**
- All requested documents from the District's audit company, Rogers, Anderson, Malody & Scott, LLP, have been delivered. Audit is in process. **ONGOING**
- Per President Masto and direction given by the District Auditor, it has been recommended that the current FYE June 30, 2014 Budget be placed on the Capo Bay website by District Manager Russell. District Manager Russell will have the FYE June 30, 2014 Budget up on the website by end of day, October 30, 2013. **DONE**
- The billing for homeowners who lease railroad spaces went out by Webb the week of October 21st, 2013. There was a 5% increase per space this year, making the fee at \$99.75 per space. (Last year's cost was \$95.00 per space). **DONE**
- The billing for homeowners who participated in this year's Summer Trash Program will be sent by Webb prior to the end of November. The fee this year is \$85 per household, double if the property is split into either a duplex or upper & lower units. **IN PROCESS**

- Webb confirmed that the Bond call for September was made and processed by the Wells Fargo Trustees. **DONE**
- Webb has compiled a list of landscape vendors for possible replacement of the District's current landscape company, Bemus. Webb will present list at next Board Meeting. The Board may wish to discuss a bid specification list. At the Board's discretion, Webb can draft this bid specification list for Board approval or they may have District Manager Russell prepare the list. **IN PROCESS**
- At the October 1, 2013 Board Meeting, Director Muller asked if the District was under any requirement that stipulated that a District establish a reserve account. Webb referred this question to the District's Auditor. The District Auditor recommended that it would be good business practice to have a reserve fund in place to protect the District and ensure that the District has adequate future funding for capital items. He also stipulated that it may assist the District if the State, or other entities, should question District Funding. If the Board is agreeable to the District Auditor's recommendation, a reserve study update will assist the District in substantiating their current and future funding requirements for capital projects. A reserve study update should be performed in March of 2014, so that a draft of the FYE June 30, 2015 Budget may be reviewed at the April 2014 Board Meeting. **RECOMMENDATION**

District Manager Don Russell

Action Items from Board of Director's Meeting on October 01, 2013:

ACTION ITEM – District Manager Russell will be editing the “Capo Bay Guest Parking Passes.” He will add the verbiage, “Parking Pass must be visible at all times while vehicle is parked on Beach Road.” ***On agenda for Nov. 5 meeting***

ACTION ITEM – The Board directed District Manager Russell to compile a full inventory list of what is being stored in the off-site storage unit. The Board will consider moving the stored items and placing them in an on-site unit in the maintenance yard. District Manager Russell will provide the inventory list to the Board for consideration at the next Board Meeting. ***On agenda for Nov. 5 meeting***

ACTION ITEM – The Board would like to have clarification regarding what is included in the service contract for Bemus. District Manger Russell handed Board President Masto a copy of the Bemus Contract and the billing record to date, to review before the next meeting. More discussion to follow at next Board Meeting.

District Manager Russell provided a copy of the Bemus Contract to Board President Masto on the night of the Board Meeting, October 01, 2013. ***DONE***

ACTION ITEM – The Board is requesting a conference call with Board President Masto, District Manger Russell and the Loftin attorney group as soon as possible. ***DONE***

ACTION ITEM – District Manager Russell was directed by the Board to obtain a title report to determine who actually owns the land in question encompassing the Poche Creek scour pond included in the LAFCO's most recent service review. ***On agenda for Nov. 5 meeting***

ACTION ITEM – 35507 Beach Road homeowner request for trash enclosure. District Manager Russell was directed to communicate with the homeowner to notify them that they must re-draw their plans and add in the requirements from the Board. The plans must be approved by the Board before building may begin. Any deviation from the plans may be subject to fines. ***DONE***

ACTION ITEM – District Manager Russell was directed to communicate with the District's trash service, CR&R, to ensure that they replace the bins back into the homeowner's trash enclosures immediately following the trash pick up. ***With the summer program now over, a reminder has been timelined to notify CR&R this coming June.***